Microlink™
Text Processing

P|L|A|T|O®
Computer-Based Education

Microlink Text Processing

CONTROL DATA
PUBLISHING

Contents

Introduction

The Text Processing option allows you to use your personal computer as a word processor. This feature is also available on PLATO systems under the name, "Documentor." As you continue using Microlink services, you will see "Text Processing" and "Documentor" used interchangeably, but both terms refer to the same word-processing program.

This feature allows you to set up a file, divide that file into sections and subsections, and enter text in any part of that file. You can review, edit, rearrange, delete, and add to your document at will. You can allow others, even miles away, to review it and change it.

There is an on-line user manual that accompanies Documentor. This consists of the "Text Processing Reference"* which can be accessed from the Microlink menu and several short HELP sequences that are available as you use the program. Whenever you see the caption "HELP is available," you can obtain short explanations of the portion of the program you are using by pressing the HELP key.

The on-line resources provide detailed instructions for using Documentor. This booklet describes the basic structure of Documentor and provides a brief description of some primary text processing procedures.

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*Also called "dintro."

Overview

You can use documentor to write your personal diary, to take notes for a lecture or an article, or to write your company policy manual. To access Documentor, choose option "c" on the Microlink menu.

```
Type a letter:                    PLATO Microlink

a  User Information

b  Electronic Mail         m  Write or Change

*c  Text Processing        n  Read

d  Graphics Design         o  Text Processing Reference

e  PLATO Programs

f  File Management

g  Reference Aids

h  Other Features


i  Talk     j  Announcements    k  Calculate     l  Leave

Current Time:  2:20              Connect Time:   0:01
```
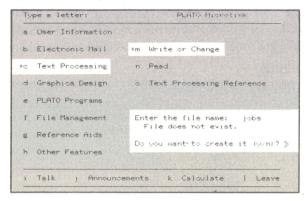
Using Documentor

This section describes the procedure for creating and editing a document using the Text Processing option. It describes the processes for each of your main options:

- Creating a document
- Setting up sections and subsections
- Entering text
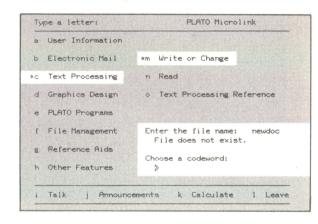- Moving and copying parts of your document
- Editing text

Creating a Document

To create a document select "c" on the Microlink menu. At the second menu, choose "m".

```
Type a letter:                  PLATO Microlink
───────────────────────────────────────────────
a   User Information
b   Electronic Mail      *m   Write or Change
*c  Text Processing      n   Read
d   Graphics Design      o   Text Processing Reference
e   PLATO Programs
f   File Management      ┌─────────────────────────────┐
                         │ Enter the file name:   jobs  │
g   Reference Aids       │   File does not exist.       │
                         │                              │
h   Other Features       │ Do you want to create it (y/n)? ▷│
                         └─────────────────────────────┘
───────────────────────────────────────────────
i   Talk    j   Announcements   k   Calculate   l   Leave
```

You may choose any name you like for the file you are about to create. Type in that name.

Type "y," and your document is created.*

When you see the message, "codeword", type in a secret word that you will remember. This codeword serves the same purpose as your password—it prevents unauthorized persons from reading your document.

```
Type a letter:                  PLATO Microlink
───────────────────────────────────────────────
a   User Information
b   Electronic Mail      *m   Write or Change
*c  Text Processing      n   Read
d   Graphics Design      o   Text Processing Reference
e   PLATO Programs
f   File Management      ┌─────────────────────────────┐
                         │ Enter the file name:   newdoc │
g   Reference Aids       │   File does not exist.        │
                         │                               │
h   Other Features       │ Choose a codeword:            │
                         │   ▷                           │
                         └─────────────────────────────┘
───────────────────────────────────────────────
i   Talk    j   Announcements   k   Calculate   l   Leave
```

---

*If you receive any other message, press NEXT and choose another name for your document. The system does not allow you to duplicate the name of an existing file. A minor change such as dropping one letter or adding a number at the end of the name usually makes the name unique.

After you set your codeword, you see the document directory. You may want to browse through these options later. To proceed with writing your document, press BACK from this display.

```
Document name -- newdoc          Disk pack -- enmast
Starting date -- 06/16/83        Account ---- micropl

Last accessed -- 06/16/83  08.17.26.
          by ---- john doe of gold22 at 33-7
Last action ---- Change directory


           Type the appropriate letter:


              a.  Author information

              b.  Associated files

              c.  Codewords

              d.  Editing specifications

              e.  'Document information



           Press LAB for space usage information.


              HELP available
```
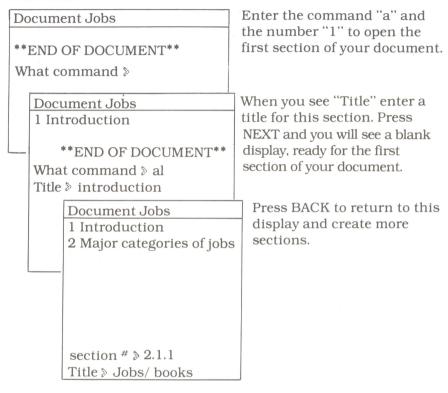
If you want to return to this display later, press DATA from a major section menu. (See "Setting Up Sections and Subsections" on the following pages). To leave the directory and go to the first section index of the document, press BACK.

Setting Up Sections and Subsections

Setting up a document is similar to making an ordinary outline. The following instructions show you how to set up a simple document consisting of two major sections and two subsections.

```
Document Jobs


**END OF DOCUMENT**
What command ⟩
```

Enter the command "a" and the number "1" to open the first section of your document.

```
Document Jobs
1 Introduction


      **END OF DOCUMENT**
What command ⟩ al
Title ⟩ introduction
```

When you see "Title" enter a title for this section. Press NEXT and you will see a blank display, ready for the first section of your document.

```
Document Jobs
1 Introduction
2 Major categories of jobs




section # ⟩ 2.1.1
Title ⟩ Jobs/ books
```

Press BACK to return to this display and create more sections.

You use displays like these to open and name sections and subsections of your document.

You may open as many sections and subsections as you wish, and number them in any order.

Entering Text

When you are ready to write in your document, enter the command "e" (for edit) and the number of the section in which you want to work.

```
┌─────────────────────────────────┐
│ Introduction              I     │
│                                 │
│                                 │
```

This is the first page of the first section, reached by typing the command "e1".

Type the letter "i" and press NEXT to start inserting text.

```
┌─────────────────────────────────┐
│ INSERT MODE                     │
│                                 │
│ Jobs may be classified according to
│ any number of systems. They may be
│ grouped according to the kinds of
│ business that supports those jobs,
│ or the kind of environment in which
│ ⧽ the
```

Press NEXT at the end of every line.

When you are finished entering text, press BACK.

```
┌─────────────────────────────────┐
│ Introduction                    │
│                                 │
│ 1 Jobs may be classified according to
│ 2 any number of systems. They may be
│ 3 grouped according to the kinds of
│ 4 business that supports those jobs,
│ 5 or the kind of environment in which
│ 6 the
```

The text you have entered appears at the top of the screen and the lines are numbered.

```
┌─────────────────────────────────┐
│ INSERT MODE                     │
│                                 │
│ 1 Jobs may be classified according to
│ 2 any number of systems. They may be
│ 3 grouped according to the kind of
│ 4 business that supports those jobs,
│
│
│ ⧽ the type of work they involve,
```

You may add lines to your document by typing "i" for insert and the number of the line you want the new line to follow. Type "i4" to enter a line after line 4.

Editing Text

A number of editing options are available in documentor. You are likely to use "insert," "delete," and "replace" most often. "Insert" is the command you have already used to enter text into your document. (Remember, to move from the section menu to the display that allows you to edit your document, use the command "e" and the number of the section you want to edit.)

Deleting

To delete a line of text, press "d" and the range of lines you want to delete. Press SHIFT-HELP to execute this command.

```
Introduction                    D2-4
1 Jobs may be classified according to
2 any number of systems. They may be
3 grouped according to the kind of
4 business that supports those jobs,
5 or the kind of environment in which
6 the jobs are performed.
```
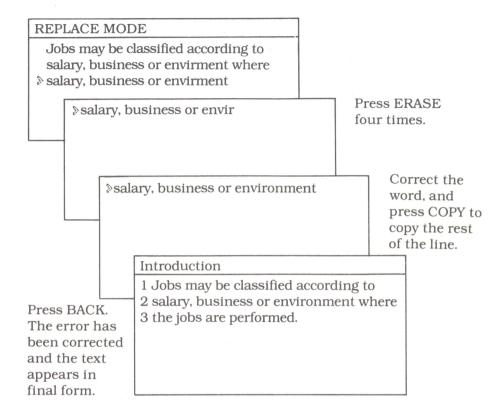
```
Introduction
1 Jobs may be classified according to
2 or the kind of environment in which
3 the jobs are performed.
```

Replacing

Introduction	R2
1 Jobs may be classified according to	
2 or the kind of environment in which	
3 the jobs are performed.	

You may replace a line by pressing "r" instead of "d".

REPLACE MODE	
Jobs may be classified according to	
or the kinds of environment in which	
⊁salary, business or envirment where	

Type in the new line,

Introduction	
1 Jobs may be classified according to	
2 salary, business or envirment where	
3 the jobs are performed.	

then press BACK, and the replacement is complete.

Introduction	R2
1 Jobs may be classified according to	
2 salary, business or envirment where	
3 the jobs are performed.	

To fix the error in the new line, press "r2" and NEXT.

REPLACE MODE	
Jobs may be classified according to	
salary, business environment where	
⊁salary, business or envirment	

Press COPY to copy each word in the sentence until you get to the point where the error occured.

REPLACE MODE

Jobs may be classified according to
salary, business or envirment where
➤ salary, business or envirment

➤ salary, business or envir

Press ERASE
four times.

➤ salary, business or environment

Correct the
word, and
press COPY to
copy the rest
of the line.

Introduction

1 Jobs may be classified according to
2 salary, business or environment where
3 the jobs are performed.

Press BACK.
The error has
been corrected
and the text
appears in
final form.

Learning More About Documentor

Documentor offers many word-processing features, including
copying or moving blocks of text and special formating options.
This brief introduction allows you to open sections and
subsections, enter test, and change it.

The Documentor reference guide and the HELP sequences lead
you through other features, including advanced features. Do
not be afraid to experiment. File Management (option f) allows
you to delete Documentor files when you no longer need them.